

JUVENILE ACCOUNTABILITY BLOCK GRANT

FUNDING OPPORTUNITIES 2007

Application Kit
(State Agencies)

June, 2007



Virginia Department of Criminal Justice Services
Juvenile Services Section
202 N. 9th Street
Richmond, Virginia 23219
(804) 225-4329

Juvenile Accountability Block Grant Program Timeline

6/2007	Announce Availability of Funds
7/31/07	Deadline for Submission of Applications
8/23/07	Review of Proposals by Advisory Committee on Juvenile Justice
9/13/07	Criminal Justice Services Board Decisions
10/01/07	New Grants Begin

Juvenile Accountability Block Grant

I. Statewide plan for the FY07 JABG Program

The Juvenile Services Section of the Department of Criminal Justice Services administers most of the juvenile justice funds that come to Virginia from the Office of Juvenile Justice and Delinquency Prevention, including the Juvenile Accountability Block Grant (JABG). In order to plan for the best use of those funds, the juvenile services section staff review relevant data in an effort to best determine the priorities for the juvenile justice system. These data were presented to the Virginia Advisory Committee on Juvenile Justice (ACJJ) on October 26, 2006 and formed the basis of the ACJJ's decision for funding priorities and initiatives utilizing FFY 2007 funds.

The State ACJJ has established seven priority areas. Of the seven priority areas established, those relevant for the use of JABG funds are as follows:

- Reducing recidivism of adjudicated juveniles released from secure confinement.
- Addressing criminalization of juveniles with mental health/substance abuse needs.
- Providing alternatives to detention.

Reentry/After Care. Recidivism rates for juveniles released from Virginia's juvenile correctional centers are high. Given the recidivism data, attention is needed to the types of programs offered, the implementation of those programs in the correctional centers, and the reintegration of children into their communities including aftercare services. This funding opportunity is intended to develop programs/services that will prepare committed delinquent juveniles for release into their communities as productive citizens and decrease the probability of recidivism.

De-criminalizing Juveniles with Mental Health/Substance Abuse Needs. Research has consistently found very high rates of mental illness among juvenile offenders. While estimates of the percentages of juvenile offenders who have mental health problems vary widely, over half (58%) of the juveniles admitted to the Juvenile Correctional Centers have a history of prescription psychotropic medication use. At admission, 47% of juveniles have a diagnosed mental health disorder other than Conduct Disorder or Oppositional Defiant Disorder.¹ This

¹ DJJ Data Resource Guide, FY 06, p. 156

initiative is offered to develop, enhance, or deliver community-based programs that meet the mental health needs of juvenile offenders. In addition to traditional mental health diagnoses, this funding opportunity can serve juvenile offenders in need of substance abuse treatment and juvenile offenders diagnosed with learning disabilities. Applicants must demonstrate that the funds for this initiative will be utilized to support programs/ services that respond to the mental health or substance abuse needs of juvenile offenders.

Alternatives to Detention. The number of children in contact with the juvenile justice system, at intake and in secure detention facilities, is decreasing according to the Department of Juvenile Justice Data Resource Guide FY06. The data reveal that juvenile intakes have decreased by 1.8%, pre-dispositional detention placements decreased by 5.1% and commitments to the Department of Juvenile Justice have decreased by 13.6%². These decreases are due to Virginia's plan to provide alternative programs and placements that keep children out of detention for technical violations such as probation/parole violations, contempt of court, violations of court orders, and failure to appear in court. This alternative to detention initiative is designed to continue to respond to the need for community alternative to detention placements. It is intended to develop, enhance, deliver or support community- based alternatives to detention in order to reduce the reliance on placing juvenile offenders in secure detention facilities. Applicants must demonstrate that this initiative will provide community-based alternatives to detention services.

II. Grant Instructions

This grant guideline is being issued to solicit applications for juvenile justice initiatives from Virginia State Agencies. State agencies can apply for funds to address one or more of the three priorities listed. Agencies may collaborate and submit a combined application. Grants will be awarded on a competitive basis. There is no cap on the amount of funds that may be requested. A 10% cash match is required. All key components must be addressed to be eligible for consideration.

² DJJ Data Resource Guide, FY 06, p. 92

Key Components (All applications must include):

1. **The DCJS GRANT APPLICATION Face Sheet** (Form DCJS-1-0198). The State agency director must sign this cover sheet. Grant Application Face Sheet, available at: <http://www.dcjs.virginia.gov/forms/>. Applicants must provide a Brief Project Description and a Project Budget Summary of the proposed initiative in the space provided on the Grant Application Face Sheet. The Grant Application Face Sheet must be completed in full.
2. **Program Description:** Applicants must provide a detailed summary of the intended project which includes: a discussion of the population(s) the program has been used with previously; the specific components of the program; specific staffing requirements; and the length of time each youth is expected to stay in the program.
3. **Detailed Proposed Program Workplan Report and Narrative:** Applicants must provide a description of the planning process for this project including an outline of the project objectives/activities and the beginning and ending dates of the objectives/activities. Implementation of the work plan should also include: description of the organizational structure supporting the program; and description of activities for recruiting and retaining program participants.
4. **Implementation plan including the following:** Applicants must include the names and/or descriptions of all program and evaluation staff/positions of all agencies or groups working with the program, to include resumes and job descriptions of all key personnel, a description of activities for recruiting and retaining program participants, the link between demonstrated needs and the proposed program and a time line that states significant project dates.
5. **Documentation of Need:** A detailed documentation of need for the project, supported by data, must be provided. A statement describing the needs assessment and how the assessment demonstrates jurisdictional need must be included. Documentation must be included that illustrates the issues that are relevant to the project objectives and the juvenile offender population targeted for the program, including information on the community (if applicable), the juvenile justice system, and the family. Applicants must identify the JABG Program Purpose Area(s) that the project addresses and demonstrate how the project complies with the identified JABG Program Purpose Area(s). JABG Program Purpose Areas are included (p.7).
6. **Target Population:** Applicants must provide a description of the target population, including age, race/ethnicity and gender, percentage of total juvenile justice population, the goals for this population; and the number of youth targeted

for the program. Demographics, characteristics, and specific risk and protective factors (strengths/resources) relevant to the proposed project should also be included. The applicant must demonstrate that the targeted juvenile offenders comply with the JABG program eligibility criteria. JABG funds can only be used to support programs and services for juvenile offenders 17 and younger. JABG funds cannot be used for prevention activities, or for youth who have solely been designated as a Child in Need of Services (CHINS), a Child in Need of Supervision (CHINSup) or Status Offenders. The applicant must demonstrate that the targeted juvenile offender population is of a manageable size to support the implementation and evaluation of the project.

7. Outcomes/ Evaluation: Applicants must provide an evaluation strategy which includes a description of the process and the outcomes. Technical Assistance will be available to assist with developing an individualized evaluation strategy to fit the proposed project.

8. Performance Measures: Applicants must identify data/information that will be collected at the program level to measure specific outcomes and outputs that are designed to achieve. The Office on Juvenile Justice and Delinquency Prevention (OJJDP) requires subgrantees to report all mandatory outcomes and outputs based on the specified program areas, see DSG Program Areas. JABG Program Areas can be found at <http://jabg.nttac.org/pmupdated.cfm> Grant recipients must be prepared to comply with request for additional data as requested by DCJS. **All grantees will be required to submit performance measures data annually no later than May 15.**

9. Project Budget, Budget Narrative and Demonstration of Matching Cash Funds- Itemized Budget Sheet (Form DCJS-1-0492) Budget Category Itemization, available at:

<http://www.dcjs.virginia.gov/forms/grants/itemizedBudgetInstructions.doc>.

Applicants must provide a detailed project budget, which features a budget narrative and demonstrates the use of matching funds. The itemized budget must explain all proposed expenditures and costs. The budget must demonstrate the amount of grant funds being requested and the amount of local match funds being provided. The recipient of a JABG award must provide at least 10% of the total program costs in the form of a cash match. The budget must clearly demonstrate the proposed use of all funds (grant and match) by line-item allocation. Applicants must document the source and nature of local cash match funds and provide information that establishes commitment to the project being made by the source of these match funds through letters of support, or approval for use of funds as match. Applicants must demonstrate the appropriate use of funds pertaining to JABG Program Purpose Area(s) and the application of these funds to the appropriate targeted juvenile offender population.

10. **Additional letters of support**, if appropriate.
11. **Certifications and assurances**; signed by the chief executive of the State Agency.
12. Applications are limited to twelve pages, double-spaced, single-sided, in 12-point font and must be signed by the State Agency Director. If State agencies are submitting a collaborated application, all State Agency Directors involved must sign the application.

JABG Program Purpose Areas

Selected initiatives must address at least one of the following 17 program purpose areas as established by Congress:

- 1) Graduated sanctions: Developing, implementing, and administering graduated sanctions for juvenile offenders.
- 2) Corrections/detention facilities.
- 3) Court staffing and pretrial services: Hiring juvenile court judges, probation officers, and court-appointed defenders and special advocates, and funding pretrial services (including mental health screening and assessment) for juvenile offenders, to promote the effective and expeditious administration of the juvenile justice system.
- 4) Prosecutors (staffing).
- 5) Prosecutors (funding): Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to assist prosecutors in identifying and expediting the prosecution of violent juvenile offenders.
- 6) Training for law enforcement and court personnel: Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime.
- 7) Juvenile gun courts: Establishing juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders.
- 8) Juvenile drug courts.
- 9) Juvenile records system: Establishing and maintaining a system of juvenile records designed to promote public safety.
- 10) Information sharing.
- 11) Accountability: Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies.
- 12) Risk and needs assessment: Establishing and maintaining programs to conduct risk and needs assessments of juvenile offenders that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to such offenders.

13) School safety: Establishing and maintaining accountability-based programs that are designed to enhance school safety.

14) Restorative justice: Establishing and maintaining restorative justice programs.

15) Juvenile courts and probation: Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.

16) Detention/corrections personnel: Hiring detention and corrections personnel and establishing and maintaining training programs for such personnel, to improve facility practices and programming.

17) Reentry: Establishing, improving, and coordinating pre-release and post-release systems and programs to facilitate the successful reentry of juvenile offenders from State or local custody in the community.

Things to Think About in Preparing your Application:

- Is your target population well defined? Do you know exactly where you will focus your JABG resources?
- Is your target population of a manageable size to support the implementation and evaluation of a JABG program?
- Have you gained the cooperation of all of the potentially important entities within the boundaries (e.g., juvenile courts, court services units, detention centers, the school districts, town, and county)
- How might community characteristics influence your efforts and affect the provision of services to families and youth?
- Have you identified one or more of the priority areas? Does it fit within one or more of the JABG program purpose areas?
- Have you set measurable goals and objectives?

General Submission Requirements and Funding Prohibitions

- Applications must address all key components applicable to the funding source to be eligible for consideration.
- State Agencies are eligible to apply for this initiative, as defined. Private, non-profit agencies may conduct projects only under contract with a State Agency.

- The State Agency Director must sign the application. All sections of the application pertinent to the proposed project must be completed in full.
- The requesting agency must assure its willingness to comply with all DCJS requirements for administration, monitoring, reporting, evaluation, and data collection.
- All applicants must comply with the Code of Virginia and any standards applicable for projects of the type being requested.
- JABG funds can be used only to support the 17 JABG Program Purpose Areas.
- JABG funds can only be used to support programs and services for juvenile offenders. JABG funds can not be used for prevention activities, or for youth who have solely been designated as a Child in Need of Services (CHINS) and/or a Child in Need of Supervision (CHINSup).
- Equipment requests must be clearly justified and directly related to service delivery programs and/or projects. Equipment requests that are poorly justified will not be funded.
- JABG funds will not be made available for programs or activities for which there is already a dedicated source of funding (including local, state, or other federal funds).
- Funds from this grant cannot be used to replace federal, state or local funds that would, in the absence of this grant, be made available for the same purpose(s).
- All funding is subject to the availability of federal funds. The grant period is effective October 1, 2007 through September 30, 2008. Prepaid expenses will not be allowed. All federal grant funds and local match must be expended on activities that are accomplished by the end of the grant period.
- All awards are eligible for up to 3 additional years of funding based on the availability of federal funds, at up to 75% the second year, up to 50% the third year and up to 25% for the final year.
- In addition to the project's implementation and performance, and the availability of funds, a key factor in determining eligibility for continuation funding will be compliance with grant financial and progress reporting requirements. No recipient of funding through this grant program will be considered for continuation funding if, at time the continuation application is due, any of the required Financial and Progress reports for the current grant

are more than 30 days overdue. For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

- Grant funds will be disbursed quarterly on a reimbursement basis only.
- Funds for these initiatives cannot be used for construction, renovation or land acquisitions.
- A 10% cash match is required and is subject to the same requirements for accounting and expenditure as federal grant funds. The required match must be provided in cash only, not through in-kind allocations. The following DCJS definition and administrative procedure will apply.

Cash Match: A designated amount of non-federal cash required to be supplied by the subgrantee for the use of the project in addition to the federal or state grant award amount. This amount will appear as part of the project budget. The cash match must be spent during the period of the grant award. Failure to spend the minimum required cash match would reduce the amount of the DCJS grant award proportionally. The cash match in the approved budget may not be used to match other federal, state, or local funds. Funds from other federal sources may not be used as match unless specifically authorized as such by the federal funding source.

- All applications for funding must be submitted on DCJS forms. One original and two (2) copies are required. For ease of duplication, please do not bind copies.

All applications and required attachments, must be received by the specified deadline at the Department of Criminal Justice Services offices. Applications can be mailed to **202 N. 9th Street, 10th floor, Richmond, Virginia 23219**. All hand delivered applications should be submitted to **202 N. 9th Street, 5th floor, Richmond, Virginia 23219** by 4:30pm **July 31, 2007**. Responses submitted by fax or electronically will not be accepted. Applications not meeting these deadlines will not be considered.

Individual Technical Assistance:

State agencies seeking individual technical assistance may contact Ashaki M. McNeil (804)-225-4329 of the DCJS Juvenile Services Section, ashaki.mcneil@dcjs.virginia.gov

Criteria:

The Advisory Committee for Juvenile Justice will award applications from jurisdictions based on the following criteria:

- The comprehensiveness of the proposed project;
- The link between the proposed project and the selected JABG Program Purpose Area(s);
- Grantee readiness and leadership commitment;
- Description of the proposed project;
- Clarity of purpose;
- Description/Assessment of need
- Jurisdictional need.

Grant Application

Department of Criminal Justice Services, 202 N. Ninth Street, Richmond, Virginia 23219

Grant Program:		Congressional District(s)	
Applicant:		Faith Based Organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant Federal ID Number:		Best Practice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Jurisdiction(s) Served and Zip Codes:			
Program Title:			
Grant Period:			
Type of Application:	<input type="checkbox"/> New <input type="checkbox"/> Continuation of Grant Number _____ <input type="checkbox"/> Revision of Grant Number _____		<input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Suburban
	Project Director	Project Administrator	Finance Officer
Name:			
Title:			
Address:			
Phone:			
Fax:			
E-Mail:			
<i>Signature of Project Administrator:</i>			
Brief Project Description:			
Project Budget	DCJS Funds		Local Match
	Federal	State	Total Requested
Personnel			
Consultants			
Travel			
Equipment			
Supplies/Other			
Indirect Costs			
Total Requested			

PROGRAM WORKPLAN

DATE _____

AGENCY _____

1

DCJS-1-0492

ITEMIZED BUDGET								
1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		TOTAL
a. Name of Employees	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	
TOTAL:								
b. Fringe Benefits								
FICA % =								
Retirement =								
Other (Itemize) =								
TOTAL:								
TOTAL PERSONNEL (a + b):								
2. Consultants (including Travel and Subsistence)								
a. Individual Consultants								
Type:								
Hours Devoted:								
TOTAL:								
b. Organizations and Associations								
Type:								
Fee:								
Time Devoted:								
TOTAL:								
c. Consultants' Subsistence and Travel								
Number of Days:								
Rate/Day:								
TOTAL:								
TOTAL CONSULTANTS (a + b + c)								
3. Travel and Subsistence for Project Personnel								
a. Local Mileage _____ X _____ per mile								
b. Non-local Miles _____ X _____ per mile								
c. Subsistence _____ days X _____ per day								
d. Air or other fares _____								
TOTAL TRAVEL:								

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER**

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION,
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also refer to the regulations included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 67, "Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace." Certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to enter into a cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and Implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(C) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the drug-Free Workplace Act of 1988, and implemented at 28 CFR Parts 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620---

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about---

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will---

